

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT. 59722

Job Title: Word Processing Operator	Band 2 \$10.12/hr
Position Number: 22131	Status: Permanent/full-time
Class Code: 24439212	Bargaining Unit: Montana
Department: Corrections	Federation of State Employees
Division: Montana State Prison	Supplement Required: No
Location: Deer Lodge, MT	Schedule: To be determined

To Apply: Submit a State of Montana Employment Application to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. Applications must be received by 7/3/08.

Special Information: Upon employment, successful completion of Basic Training for prison employees. Must be able to respond in the event of an emergency; must be able to work in a stressful, potentially dangerous environment.

Typical Duties: Processes a wide variety of complex and technical correspondence and reports, legal contracts, parole reports and psychological evaluations; transcribes medical and health results and reports; processes investigative reports and taped investigative interviews, complex documents and group notes, treatment review assessments and contact notes; maintains, updates and processes policies and procedures, rules and regulations and post orders; proofreads and makes appropriate corrections; answers phone and provides information to callers; composes responses to routine correspondence; maintains accurate and readable daily log books; searches female visitors; processes and updates key chart for Key Control Managers; prepares flow charts and grids.

Qualifications: Must have thorough knowledge of the operation of word processing equipment and networking system, laser printers, and Dictaphone equipment; considerable knowledge of office practices and procedures, including business English, spelling, composition and grammar; considerable knowledge of Montana Corrections Division Mission and the Corrections System; and considerable knowledge of medical terminology and legal terminology. Requires proficiency in the operation of the most advanced word processing equipment, the operation of the networking system, laser printers, and Dictaphone equipment. Must have the ability to create complex documents and macros using the most advanced Word Processing equipment; type accurately and quickly (45 WPM or more); communicate effectively verbally and in writing; follow instructions, use good judgement and initiative; establish and maintain effective working relationships with others; maintain confidentiality.

Education & Experience: The above qualifications are typically acquired through a combination of education and experience equivalent to graduation from High School or a GED and successful completion of one year of post secondary coursework at a college or technical school and two years of related experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or an U.S. passport or a green card.

Compensation: This position is classified as a Band 2 on the state's general pay matrix. The current hourly salary is \$10.12. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees' Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the State of Montana Employment Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State of Montana Employment Application, (PD-25, Rev 12/93). Applicants claiming the Veterans' and Handicapped Persons' Employment Preference (See State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

All new employees are subject to a minimum of 6 months probation.

Tuberculosis testing is mandatory. Montana State Prison is a tobacco free institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.